



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

March 16, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-58

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Flexible Benefits Plan Open Enrollment for Plan Year 2000-2001

Flexible Benefits Plan Open Enrollment for Plan Year 2000-2001 will be April 1 – 30, 2000. The State Employees Group Benefits Program (SEGBP) will be distributing enrollment material to agencies the week of March 27, 2000. To assist SEGBP and miscellaneous vendors, OSUP will provide them with the appropriate information for all UPS agencies on the Agency Contact Lists (UPR/F56). **If you have not recently completed a UPR/F56 or have any changes, please fax the form to OSUP's User Services Unit at (225) 342-1650 by March 24, 2000.** This form requests agency personnel names, phone numbers, and fax numbers for various payroll duties. See OSUP Memo #2000-35, dated December 2, 1999, for more details.

The Employee Flexible Benefits Eligibility Report (BL1483-01) will be produced Tuesday, March 21, 2000, and will be distributed to payroll headquarters that week. This report is generated for Flexible Benefits Plan eligible employees (CAFE Indicator equals N, D, P, M or F). It lists all semi-monthly deductions that are eligible to be withheld on a tax-free basis as of the pay period ending March 19, 2000. This report is provided to assist employees in making a decision to join or continue participation in the Flexible Benefits Plan. Be aware that some employee deduction data may be incorrect due to errors in coding on the employee's master record in UPS.

NOTE: Beginning with the first payday in July, disability products or products with a disability rider will no longer be sheltered under the Flexible Benefits Plan. These products will not appear on this year's Eligibility Report.

Other OSUP memoranda will be distributed within the next few weeks outlining any additions and/or changes to product codes and the necessary procedures for setting up Flexible Benefits Plan records for Plan Year 2000-2001.

If you have any questions, please contact a member of the User Services Unit at (225):

Debbie Causey	342-5377	Karen Antoine	342-5354
Paula Rotolo	342-5357	Barbara Blankenship	342-5345

RSM:BSB:kmb